

Accounting Technician I/II/III

\$39,968 - \$45,704 / year or higher DOQ + [Full-Time County Benefits](#).

James City County's Social Services Department seeks an individual to perform responsible work preparing, maintaining, and reviewing financial records. There are three levels of Accounting Technician distinguished by the level of work performed and the qualifications of the employee.

Responsibilities:

- Process, prints and distributes weekly and monthly checks for direct payments to vendors and clients; maintains warrant, check registers and check distribution log; uploads check files to Treasurer's Office; prepares canceled and voided check requests as required.
- Manages and reconciles Special Welfare Fund Account; enters collections, parental co-payments and guardianship fees, criminal history fees related to service programs, child support payments, Supplemental Security Income and Social Security Administration (SSA) receipts.
- Enters fraud and overpayment information into Virginia Case Management System (VaCMS); submits collections to Department of Medical Assistance Services.
- Reconciles various payroll accounting records, verifying accuracy, resolving discrepancies, and initiating necessary corrections; sorts and organizes expenses according to cost categories including Children's Services Act invoices; checks transactions for appropriateness and adherence to accounting principles.
- Reconciles and uploads financial reports from the Thomas Brothers Accounting System to the County general ledger system and the State LASER accounting system including adjustments and correcting journal entries; prepares monthly reconciliation report; updates Thomas Brother software with new or revised cost codes.
- Reconciles purchasing card expenses; prints reports and distributes; determines budget codes and enters into purchasing card software.
- Maintains purchase orders for childcare and other programs; logs approved purchase orders sent to vendors; prepares Report of Collections; enters receipts; reconciles and submits to Treasurer's Office.
- Distributes bus tickets, gas cards and other client related items; monitors usage and prepares reports by program code; maintains petty cash account.
- (Accounting Technician III) May serve as lead; may perform fiscal control and accounting work associated with preparation, maintenance, and analysis of reports.

Requirements:

- Considerable knowledge of data entry, automated financial recordkeeping systems, and various microcomputer software packages; and standard office procedures, practices and equipment; knowledge of accounting regulations and procedures, including Generally Accepted Accounting Principles (GAAP), methods and practices of accounting, tax, ledger recording, balancing and financial reporting; principles and processes for providing customer service including setting and meeting quality standards for services and evaluation of customer satisfaction.
- Must possess reliable transportation to work site(s).
- Skill in the use of computer software, especially Microsoft Office Suite.
- Ability to communicate effectively, both orally and in writing; establish and maintain effective working relationships with other County employees and the public; maintain complex records; assemble and organize data; prepare reports from such records; and exercise independent judgment, initiative, and attention to detail in accordance with established policies and procedures with minimal supervision.

[Click here](#) for full job description. Accepting applications until 11:59PM EST on 03/31/2024. Cover letters and resumes may also be attached, but a **fully completed application** is required for your application to be considered.

Only online applications to our website will be considered. To apply, please visit the James City County Career Center at <https://jobs.jamescitycountyva.gov>